



## MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 4, 2025

### 1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. All persons attended in person, except for any who joined by telephone as noted (\*).

#### Commissioners Present

Commissioner Patricia Hale, President  
Commissioner Ron Ricker, Vice President  
Commissioner Charlotte Haines, Secretary

#### Staff and Consultants

Diane Pottinger, District Manager  
Barb Shosten, Director of Finance  
Max Woody, Director Operations & Engineering  
Joe Bennett, District Attorney

### 2. PUBLIC COMMENT: None.

### 3. APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Ms. Pottinger shared a revised agenda. Commissioner Ricker moved approval of the revised agenda. Commissioner Haines seconded and the motion passed unanimously.

### 4. APPROVAL OF MINUTES

Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board voted unanimously to approve the minutes of the February 18 regular meeting.

### 5. APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 7718 - 7732 and 121335 -1211371 in the amount of \$258,187.41 from the maintenance fund. Commissioner Hale seconded. The motion passed unanimously. Approval of capital vouchers was deferred until Item 7.d under New Business.

### 6. OLD BUSINESS: None.

### 7. NEW BUSINESS.

- a. **Customer "Thank You"**. Ms. Woody shared an email from a ratepayer thanking District staff for fixing a leak. Ms. Pottinger shared a verbal compliment from a Sound Transit employee for Toby Bigger for his attention to detail he has given, especially with the project close out.
- b. **Per Diem Rate for Out of State Conferences**. Ms. Pottinger recommended a District rate of \$135 for out of state conference travel as this has traditionally been the rate to cover all the miscellaneous costs. *ACTION*: With a motion by Commissioner Haines and second by Commissioner Ricker, the Board approved a \$135 per diem rate for out of state

conference expenses.

- c. **Resolution 2025.02.08, Acknowledging Completion and Acceptance of CIP 2024-02: 3.7 MG Reservoir Roof Recoating.** Mr. Woody provided background. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board adopted the resolution.
- d. **Approving Vouchers Nos. 970-973.** ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board approved capital vouchers 970-973 in the amount of \$51,766.78.
- e. **Resolution 2025.02.09, Approving Amendment No. 5 to contract with RH2 for CIP 2022-04.** Mr. Woody provided background. ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board adopted the resolution.
- f. **Resolution 2025.02.10, Amending Appendix 3A of the District Code.** Mr. Woody provided background. ACTION: Upon motion by Commissioner Hale and second by Commissioner Haines, the Board the Board adopted the resolution.
- g. **Resolution 2025.02.011, Declaring Certain District Property to be Surplus.** Mr. Woody explained that the surplus vehicle and riding lawn mower will be auctioned in April and the auction yard would like to have the vehicles the next week. ACTION: Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board the Board adopted the resolution.

## 8. DIRECTORS' AND MANAGER'S REPORTS

### a. Director of Finance Report

Ms. Shosten reported:

- The District did not receive responses back from the short-listed applicants for the administrative position. The search continues.
- The 2024 financial statements will likely be completed in April.

### b. Director of Operations and Engineering

Mr. Woody's report:

- He demonstrated the new projector screen in the Board Room.
- The Board Room phone is now connected through the connection under the table.
- He is also pricing new window coverings to cut down glare.
- He shared the draft request for proposals (RFP) for landscaping services at three District facilities. Commissioners shared feedback.
- He gave brief status reports on current projects.
- He will attend the City of Shoreline joint utilities meeting later this month.

### c. District Manager

Ms. Pottinger reported:

- Joint meeting with Shoreline Fire and Northshore Fire Departments, on Thursday, March 27 at 5:00 p.m. here at the District.
- She discussed the purveyors' contract proposal was submitted to Seattle Public Utilities (SPU). NCWD has been actively participating in all the meetings to date and looks forward to coming to a final resolution for this effort.
- She provided an update on the easement and bills of sale close outs with Sound Transit.

- Max and staff are working on wrapping up other developer extension projects that are nearing completion.
- She may join the March 18 Board meeting by telephone.
- A proposed new House Bill, HB 1966, was introduced last month as an outcome to the Capital Projects Appropriations Review Board (CPARB) effort. The Bill did not advance this session.

9. **LEGAL REPORT:** Mr. Bennett will also join the March 18 Board meeting by telephone. He gave an update on the joint easement on 24<sup>th</sup> Ave NE and the efforts to get signatures from the sole property owner who has not yet signed.

10. **COMMISSIONER REPORTS**

- Commissioner Ricker proudly reported that his granddaughter graduated with a masters degree in social work from Pacific Lutheran University.
- Commissioner Hale asked about the upcoming in-person SPU Operating Board meeting. Shorelake Arts Council will honor her with the Community Arts Impact Award at its annual gala.

11. **WORDS FOR THE GOOD OF THE ORDER:** None.

12. **NEXT MEETING**

- Regular meeting of Board of Commissioners, Tuesday, March 18, 2025, at 3:00 p.m.
- Joint meeting with Fire Departments, Thursday, March 27, 2025 at 5:00 p.m.

13. **CONCLUSION**

Commissioner Hale concluded the meeting at 4:42 p.m.

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Commissioner Patricia M. Hale

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Commissioner Charlotte Haines

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Commissioner Ron Ricker